

## **Catherine P. Winslow**

433 W. Radiance Drive  
Greensboro, NC 27403-1227  
Phone: 336/705-0549 Cell  
Alt: 336/275-2101 Home  
[cpwin@bellsouth.net](mailto:cpwin@bellsouth.net)

### **SUMMARY**

Twenty plus years of experience in education, training and development, customer service, management, and benefits administration. A dependable, thorough, and well organized team player who is innovative, communicates effectively and has a flair for reducing costs while delivering full service programs in a positive customer service environment.

### **EXPERIENCE**

**GUILFORD COUNTY SCHOOLS**, Greensboro, NC  
**Teacher**

August 2003 to June 2008

- Taught a combination class of grades 1-3 coordinating the Montessori Method with the NC Standard Course of Study.
- Reviewed referred students for learning difficulties as part of the school's professional interdisciplinary team.
- Designed a curriculum map for each grade each quarter.
- Served on school's Leadership Team with school administrators, faculty, and parents to decide upon annual class configurations, pertinent grant and fund-raising opportunities, and impact of school board policies on school program.
- Wrote and obtained grant from the NC Zoo & Glaxo SmithKline for "Zookeeper in the Classroom" program which also included funding for instituting a school-wide recycling program.
- Wrote and obtained grant from Junior League of High Point to fund 5 programs from the Greensboro Historical Museum.

**GUILFORD CHARTER SCHOOL**, Greensboro, NC  
**Teacher**

August 2002 to June 2003

- Taught college preparatory curriculum to a class of 19 students.
- Designed and implemented lesson plans based on a point system for teaching; was given weekly pacing guide which included all points to be covered for the week in each core subject, i.e. math, science, social studies, and language arts.

**NEW GARDEN FRIENDS SCHOOL**, Greensboro, NC  
**Volunteer & Substitute Teacher**

September 1995 to May 2002

- Substituted in all grade levels, K-8, and art, music, Spanish, and PE.
- Co-chaired two annual auctions, netting \$26,000 and \$30,000 respectively.
- Twice, chaired annual Innisbrook Wrapping Paper fundraiser for New Garden Friends School, increasing funds raised by 20% from previous years.
- Accompanied fifth/sixth graders on annual spring trip; chaperoned, planned and cooked meals for 41 children and 11 adults for nine-day camping trip.
- Accompanied third/fourth graders on annual spring trip; chaperoned, planned and cooked meals for 45 children and 11 adults for seven-day trip.

**TRINESYS, LLC**, Greensboro, NC

November 2000 to September 2001

### **Administrative Specialist**

- Administered vision benefit plan developed by Community Eye Care for Partners Health Plan and direct clients.
- Reviewed claims to be paid.
- Verified plan member's eligibility.
- Served as main contact for vision providers.
- Initial administrator at beginning of contract, July 1, 1999. Was sole specialist, July 1-August 1999, managing approximately 150 provider calls daily. Reviewed and entered over 1000 claims.

### **GOLDEN CORRAL CORPORATION, Raleigh, NC                      September 1987 to September 1988** **Manager, Travel Department**

- Opened and managed travel department for Golden Corral Corporation and its parent company, IMC
- Arranged air and ground transportation for executives and district managers.
- Arranged air transportation for attendees of Top 10 Producers to attend meeting in their honor in Raleigh, NC.
- Arranged air transportation for 1400 attendees to national meeting in Nashville, TN.
- Negotiated air fares.
- Established and maintained relationship with travel agency who issued tickets and travel vouchers.

### **JOHNSON TRAVEL CORPORATION, RTP, NC                      December 1984 to September 1986** **Principal and Office Manager**

- Executed world-wide travel arrangements for travelers from major corporate clients, e.g. IBM, Burroughs-Wellcome, Northern Telecom, SAS Institute, and NC State University.
- Managed accounts receivable.
- Filed weekly report to ARC.
- Researched, negotiated and obtained health benefits for agency.
- Developed business plan.

## **EDUCATION**

<b>Randolph-Macon Woman's College, Lynchburg, VA</b> BA Music/Liberal Arts	1977
<b>Greensboro College, Greensboro, NC</b> Lateral Entry Teacher Licensure-Elementary K-6 Alternative Teacher Licensure, PALS Plus Program	2004
<b>Southwestern Montessori Training Center, Greensboro &amp; High Point, NC</b> Lower Elementary Montessori Certification 1210 contact hours-Training for Lower Elementary Montessori certification.	2006

## **CERTIFICATIONS**

North Carolina Teaching Certification, Elementary K-6.  
Lower Elementary Certification, Montessori.